



## BOBJ REPORT DESCRIPTION

### B0161 Employee Headcount Over Time

#### Report Description:

The B0161: Employee Headcount Over Time shows employee headcounts over one or more time periods. Free characteristics include demographics and employee pay information.

#### Report Location:

PA: Employee Headcount

#### Report uses:

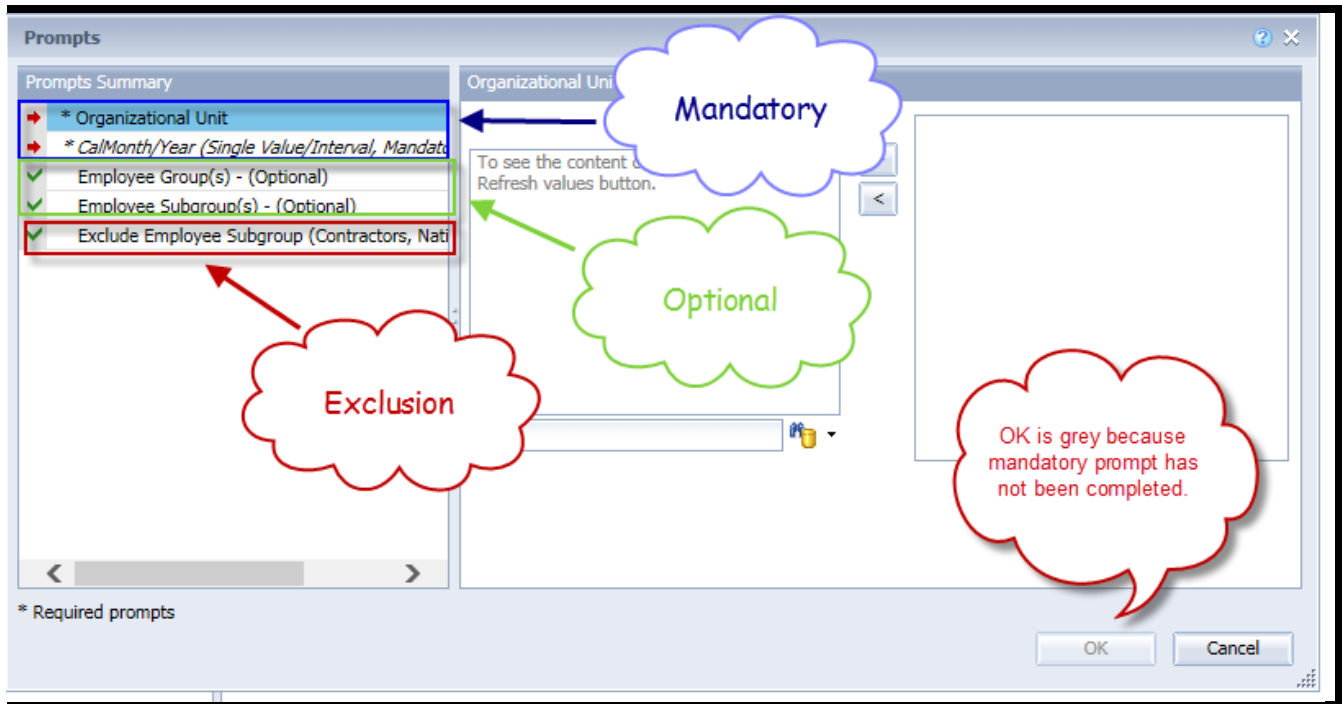
- This crosstab report shows employee headcounts over one or more time periods.
- Available Objects include demographics and employee pay information.
- This report can be used to compare employee counts over different months to measure employment fluctuations and trends.

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## How to run this report

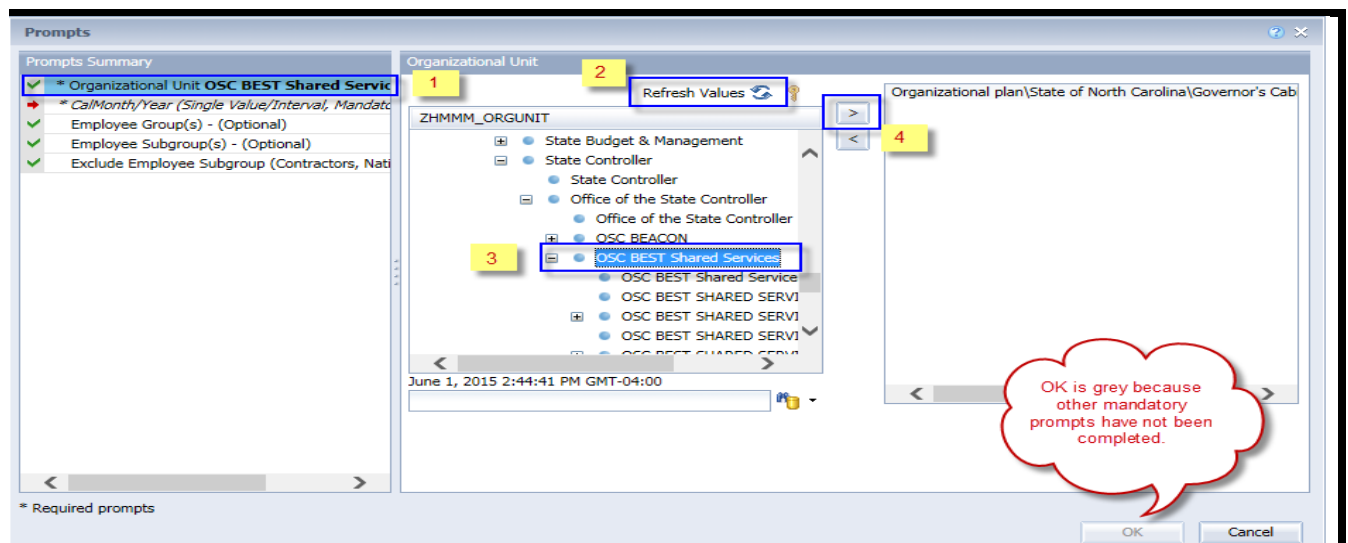
This report has two mandatory prompts, two optional prompts and one exclusion prompt.



## Mandatory Prompts:

Mandatory prompts have a red asterisk indicator (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ **\*Organizational Unit** – To select data for this prompt,
  - Make sure the “Organizational Unit” is selected (1).
  - Click “Refresh Values” to see the list of Organization Units (2).
  - Navigate down to select the desired Organizational Unit (3).
  - Click the right arrow to add it to the selection box (4).



- ➔ **\*Calendar Month/year** – To select data for this prompt,
- Make sure the Calendar Month(s)/Years prompt is selected (1).
  - Click “Refresh Values” (2).
  - Narrow down the date selection by using the wildcard \*YYYY format in the search field and press the enter (3).
  - Select the first date in your range (4).
  - Click the right arrow button for “Start value” (5).
  - Click the last date in your range (6).
  - Click on the right arrow button for “End value” (7).
  - If no other prompts are required, click the “OK” button to run the report.

The screenshot displays the 'Prompts' dialog box. On the left, the 'Prompts Summary' lists several prompts, with '\* CalMonth/Year (Single Value/Interval, Mandatory)' selected. The main area shows the 'CalMonth/Year (Single Value/Interval, Mandatory)' prompt. It includes a 'Refresh Values' button (2), a list of months from 01/2015 to 07/2015 (4, 6), and a search field containing '\*2015' (3). The 'Start value' field shows '01/2015' (5) and the 'End value' field shows '04/2015' (7). A speech bubble indicates 'If no additional prompts are required click ok.' The 'OK' and 'Cancel' buttons are at the bottom right.

## Optional Prompts:

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

- ✓ **Employee Group(s) - (Optional):** To select data for this prompt,
  - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
  - Narrow down the Employee Group selection by using the wildcard \* format in the search field and press the enter (2).
  - Navigate down to select the desired Employee Group (3).
  - Click the right arrow button for “Employee Group” (4).
  - **OR** if you know the Employee Group key or Employee Group name, you can skip steps 2 through 4 and enter it directly in (5) and click the down arrow button icon (6) to select.

The screenshot shows the 'Prompts' dialog box with the 'Employee Group(s) - (Optional)' prompt selected. The 'Prompts Summary' list on the left includes several prompts, with 'Employee Group(s) - (Optional) SPA Employees' highlighted. The main area shows the 'Employee Group(s) - (Optional)' configuration. A search field at the top contains 'Type values here' (5). Below it, a list of 'Employee Group' options includes 'SPA Employees' (3) and 'Supplemental Staff'. A right arrow button (4) is next to the list. A date and time field shows 'June 1, 2015 3:10:00 PM GMT-04:00'. A search field below the date field contains '\*' (2). A down arrow button (6) is next to the search field. A speech bubble on the right says 'If no additional prompts are required click ok.' The 'OK' and 'Cancel' buttons are at the bottom right.

- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt,
- Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1)
  - Narrow down the Employee Subgroup selection by using the wildcard \* format in the search field and press enter (2).
  - Navigate down to select the desired Employee Subgroup (3)
  - Click the right arrow button for “Employee Subgroup” (4).
  - **OR** if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 4 and enter it directly in (5) and click on the right arrow button (6) to select.

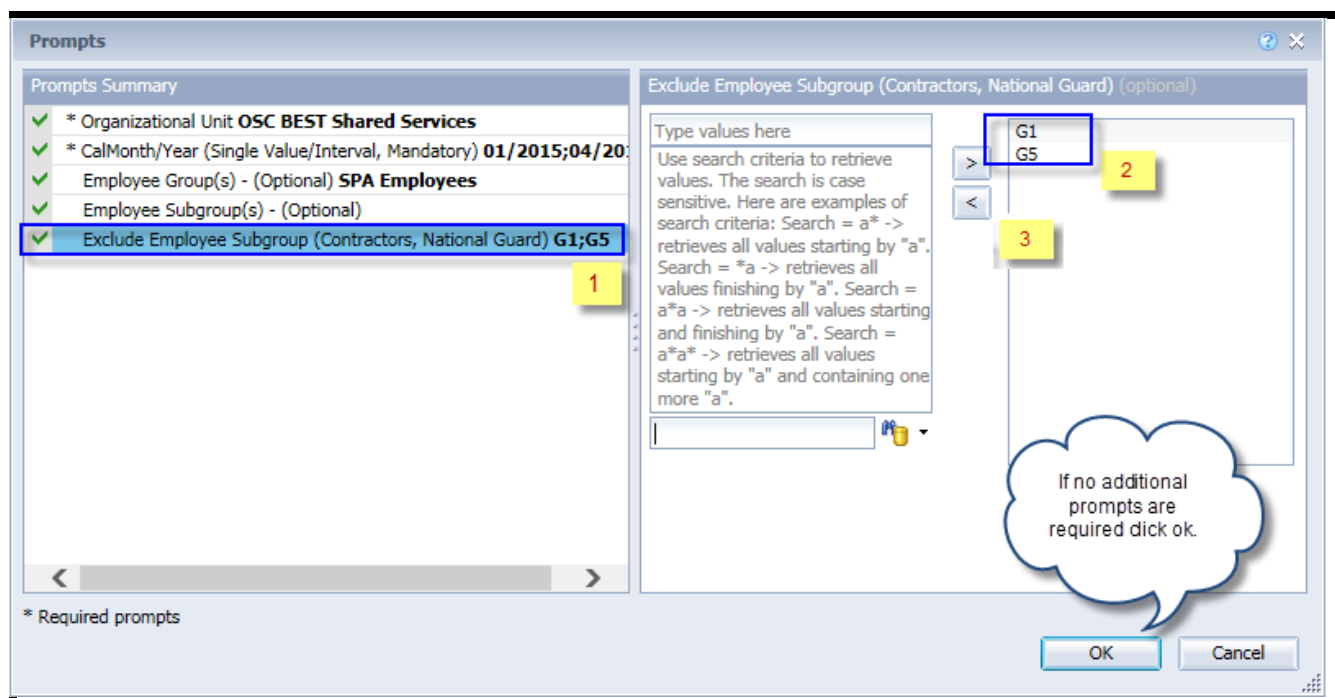
The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list has 'Employee Subgroup(s) - (Optional)' selected and highlighted with a blue box and a yellow '1'. The main area of the dialog is titled 'Employee Subgroup(s) - (Optional)' and contains a search field (5) with the text 'Type values here'. To the right of the search field is a right arrow button (4). Below the search field is a list of 'Employee Subgroup' options: Contractor, FT N-FLSAOT Perm, FT N-FLSAOT Prob, FT S-FLSAOT Perm (3), FT S-FLSAOT Prob, PT N-FLSAOT Perm, and PT S-FLSAOT Student. Below the list is a date and time field (2) showing 'June 1, 2015 5:27:18 PM GMT-04:00'. To the right of the date field is a search field (6) containing an asterisk (\*). A speech bubble on the right says 'If no additional prompts are required click ok.' The 'OK' and 'Cancel' buttons are at the bottom right.

***Note:** Please select an Employee Subgroup relevant to the Employee Group selected. Otherwise report will show no result.*

## Exclusion Prompts:

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee SubGroup (Contractors, National Guard) G1; G5** – To remove this exclusion,
  - Make sure the Exclude Employee Subgroup prompt is selected (1).
  - Click G1 and/or G5 in the selection box (2)
  - Click the left arrow (3).



*If you want Contractors to be included in the report, click the left arrow to clear G1 from the prompt and run.*

# B0161 EMPLOYEE HEADCOUNT OVER TIME

## Initial Layout:

The report is generated with a list of Organizational No. of Employees by Employee Subgroup for each month.

B0161: Employee Headcount Over Time				Execution Date:1/24/18		
Calendar Month/Year: 10/						
Personnel Area	Org Unit	Org Unit Desc	Employee Group	2017/10	2017/12	2018/01
				Number of Employees	Number of Employees	Number of Employees
State Controller	20000087	OSC BEST Shared Services	SPA Employees	3	3	3
State Controller	20010652	OSC BEST SHARED SERVICES Human Res	SPA Employees	3	4	3
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time	SPA Employees	11	11	11
State Controller	20010655	OSC BEST SHARED SERVICES Benefits	SPA Employees	12	9	11
State Controller	20013608	OSC BEST SHARED SERVICES Call Center	SPA Employees	21	22	22
State Controller	20013609	OSC BEST SHARED SERVICES PY & T Process	SPA Employees	7	7	7
State Controller	20013610	OSC BEST SHARED SERVICES PY & T Accting	SPA Employees	4	4	4
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	9	9	9
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	2	2	2
State Controller	21004600	OSC BEST SHARED SVCS PY & T Garnishments	SPA Employees	4	4	4
Personnel Area - State Controller				76	75	76
Total				76	75	76

# B0161 EMPLOYEE HEADCOUNT OVER TIME

## Available Objects:

This is a list of the available objects that can be added to the report, once in Design mode:

B0161: Employee Headcount Over Time	Length of Service	Veteran Status
Action Type	Military Status	EPA Employees
Agency Hire Date	Organizational Unit	Judicial Employees
Age Range	Original Hire Date	Number of Armed Forces Veterans
Calendar Day	Personnel Area	Number of Disabled Veterans
Cal Mth/Yr	Personnel Subarea	Number of Employees
Challenge Indicator	Pos Addr Street	Number of Employees with Military Status
Country	Pos City	Number of Non Veteran Employees
Disability code	Pos Country	Number of Other Protected Veterans
Employee	Pos County	Number of Protected Veterans
Employee's Name	Position	Number of Recently Separated Veterans
Employee Group	Retired Veteran	Number of Retired Veterans
Employee Subgroup	Salary Range	Number of Separated Veterans
Employment Status	Separated Veteran	Number of Special Disabled Veterans
Emp Pay Area	SOC Code	Number of Unprotected Veterans
Emp Pay Group	Spouse of Disabled Veteran	Number of Veteran Employees
Emp Pay Level	Spouse or Surviving Dependent of Deceased Veteran	Number of Vietnam ERA Veterans
Emp Pay Type	State	SPA Employees
ESG CAP	Supv Employee	Spouse of Disabled Veterans Headcount
Ethnic Origin	Supv Position	Spouse or Surviving Dependent of Deceased Veteran Headcount
Fiscal period	Vet: Armed Forces	Supplemental Employees
Fiscal year	Vet: Disabled Veteran	Variables
Fiscal year/period	Vet: Discharge date	Armed Forces Service Medal Veteran
Fiscal Year Variant	Vet: Non Veteran	Cal Year/Month
Gender	Vet: Not Protected	Disabled Veteran
Job	Vet: Other Protected	Military Status
Job Branch	Vet: Protected	Non-Veteran
Job Family	Vet: Recently Separated	Not a Protected Veteran
	Vet: Special Disabled	Other Protected Veteran
	Vet: Vietnam Era	Protected Veteran
	Veteran Status	Recently Separated Veteran
		Special Disabled Veteran
		Veteran Status
		Vietnam ERA Veteran

## Special Report Considerations/Features:

- This report is in Cross Tab format with Personnel Area, Org Unit and Employee Group in Rows and Cal Year/Month in columns.
- Report has a break and subtotal on Personnel Area.
- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report. Reference the Exclusion Prompt “**Exclude Employee SubGroup (Contractors, National Guard) G1; G5**” for details.
- Employment Status - Active. Report runs for Active Employees only.



## ***B0161 EMPLOYEE HEADCOUNT OVER TIME***

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### **Change Log:**

<b><i>Effective 9/3/2014</i></b>
<ul style="list-style-type: none"><li>• Initial creation</li></ul>
<b><i>Effective 1/25/2018</i></b>
<ul style="list-style-type: none"><li>• Report converted to new BI format.</li></ul>